

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizen's Association



GENERAL MEETING MINUTES

Details

Tuesday 14th March 2017

Recorded by: Jess Anderson (Secretary)

Item

Notes

General

Open and welcome

Meeting commenced at: 7:36pm
Welcome Rachel, School Chaplin

Previous minutes acceptance

Note: Previous minutes amendment – Ian Ruthenberg was present for AGM and apology noted for General Meeting. Previous minutes Ian's presence was marked 'apology'.
Motion: That the previous minutes be accepted as true and accurate record of the previous meeting with note of the above-mentioned amendment. **Moved:** Ken Allen **Seconded:** Octavia Vaughan **Passed.**

Executive Reports

Special Guests

Sam Mathers – Fitter Futures

- Sam is working with our teachers to support their health and nutrition
- Introducing Ignite Athlete Development Excellence Program (Pilot trial term 2)
- Also running Fitter Futures program open to all children
- Children Year 4-6 by application online / by invitation
- Monday afternoons 1:30pm; Friday afternoons 11:00am
- School planning to invest 50% of \$200 cost per term, each child (15-20 students)

Motion: That funding of up to \$2000 be provided to cover 50% of costs involved to support up to 20 children involved in the ADEP for one term. **Moved:** Tal Mitchell **Seconded:** Dean Newbery **Passed.**

Rachel Palmer – School Chaplin ('Chappie Rachel')

- Rachel spoke about her role within the school
- Emotional, social and spiritual support for children at the school
- Mentoring with year 6 children for Rotary program, with Tal
- Rachel would like to add a Chaplin's fundraiser to the events calendar

President's report

Previous action items discussed:

- **Action:** Tal to send PBL link to Octavia (website), Vik (Facebook) and Lyndal (School website)
- Octavia organising sausage sizzle for 31st March

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizen's Association



GENERAL MEETING MINUTES

Item	Notes
	<p>Motion: to approve funding for up to \$1000 for sausage sizzle 31st March. Moved: Octavia Vaughan. Seconded: Dean Newbery. Passed.</p> <p>Action: Octavia to seek funding from Woolworths, of up to \$200 for sausage sizzle funding</p> <p>Motion: that funding of up to \$1,000 be provided for Mother's day stall purchases. Moved: Octavia Vaughan Seconded: Carmen Spry Passed.</p> <ul style="list-style-type: none">• Parent survey outlining how we raise and spend funds was created and distributed. More in Events section.• School Vegetation plan – Carl at Pullenvale Environmental Ed is helping with the plan, volunteering his time.• OHSC are interested in providing assistance to maintain gardens• Brookfield Tennis successful lessee of Tennis Courts• School administration to handle signing of leases for assets on school premises.• Ken asked P&C Qld about online storage of data – P&C Qld need to find out from Microsoft some issues they are having• P&C Regional meeting 23rd March at The Gap State School, looking for interest. <p>Ken gave President's report:</p> <ul style="list-style-type: none">• Report circulated
Secretary report	Jess gave Secretary's report: <ul style="list-style-type: none">• Correspondence noted• Apologies
Treasurer's report	Leah gave the Treasurer's report, refer to emailed financial reports. <ul style="list-style-type: none">• Reports circulated• School disco raised approx. \$985 (community event)• Tuckshop and Uniform shop sales up this month higher than previous years <p>Motion: to approve financial reports for February Moved: Leah Woodward Seconded: Octavia Vaughan Passed.</p>
Subcommittee Reports	
Tuckshop	Sally spoke on behalf of tuckshop <ul style="list-style-type: none">• Report circulated <p>Action: Lyndal to arrange installation of 15amp power point for new sandwich press with group already undertaking additional works</p>

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizen's Association



GENERAL MEETING MINUTES

Item	Notes
Uniform shop	<p>Jade spoke on behalf of uniform shop</p> <ul style="list-style-type: none">• Report circulated• 'Albert' machine did not work out – received new terminal from bank• More second hand uniforms required from parents <p>Motion: to fund \$20 purchase of donation bin for second hand uniforms. Moved: Leah Woodward. Seconded: Dean Newbery. Passed.</p> <p>Motion: for the uniform shop to sell library bags to families. Moved: Leah Woodward. Seconded: Carmen Spry. Passed.</p>
Events	<p>Ken spoke on behalf of Events / Fundraising survey results:</p> <ul style="list-style-type: none">• Annual fete most popular <p>Motion: that the P&C commits to a 2017 Fete. Moved: Carmen Spry. Seconded: Cal Winkel. Passed.</p> <ul style="list-style-type: none">• Roles required immediately: Fete convenor; Critical services; Treasurer; Sponsorship. Looking for expressions of interest from P&C members to fill these roles – no interest in the room for these roles (aside from Treasurer) <p>Action: Ken & Exec to word a response to parents regarding outcomes of survey and next steps</p> <ul style="list-style-type: none">• Prioritise viable options & give reason to non-viable options• At the next meeting, we will be discussing how the funds will be spent.• Qualify that grants are in process and plans may change depending on outcomes.• Promote to parent community when big ticket spend items are being decided upon <p>Next meeting the committee will prioritise one long term project. Revisit the master plan developed in 2016.</p>
Buildings & Grounds	<p>Melissa spoke on behalf of Buildings & Grounds</p> <ul style="list-style-type: none">• Report circulated• Looking to build raised garden beds• Mrs Pleash has offered support to maintain the garden(s) - (watering, etc.) <p>Action: Jess to speak to Kathy about involvement in edible gardens.</p> <p>Motion: that funding of up to \$1,000 be approved for costs of building and installing vegetable gardens between tuckshop and junior toilets. Moved: Melissa Braun Seconded: Carmen Spry. Passed.</p> <p>Action: Jess and Sally to speak with Mrs Pleash about types of food to be grown in the gardens for tuckshop use (or purchase).</p>

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizen's Association



GENERAL MEETING MINUTES

Item	Notes
	<p>Action: Melissa to gather further information about organising a working bee for years 2 and 3 parents (e.g.: build raised flower beds)</p> <ul style="list-style-type: none">Hall Amenities are in need of repair. <p>Action: Lyndal to organise Michael White to quote cost of Hall amenities refurb (paint, doors, etc) given other work he is at the school for</p>
Grants	<p>Monique spoke on behalf of Grants:</p> <ul style="list-style-type: none">Report circulatedGrant application seeking \$30,000 for tennis court upgrade (due this Monday)Seeking funding for permanent shade sail in prep playground – requires \$5,000 input from P&C. <p>Action: Monique to email Ken, details of additional shade sail grant, whether or not further funding commitment is required upon approval.</p> <p>Action: Stewart to check with Janet Freyne regarding whether to apply for Peter Doherty Excellence in Science Grant.</p> <ul style="list-style-type: none">Grant for contribution to a community event – consideration should be given here to Hall amenities refurbishment.Support gained for Telstra Kids Grant – more details provided next meeting. <p>Motion: in the event of a successful grant for prep playground shade sail, P&C will provide funding of \$5,000 contribution to the project. Moved: Monique Maize Seconded: Carmen Spry. Passed.</p>
School Reports	
Principal's report	<p>Stewart gave the Principal's Report (circulated), with key points being:</p> <ul style="list-style-type: none">Trialling of online booking system for parent teacher interviews.IPS school council formationNote that school council has been presented – link in today's newsletter6-15 people on the school council, principal, P&C President, 2 parents, 2 staff, option for external community or industry related people.Next project, turning circle safety improvements – sandstone wall
Vice Principal's Report	<p>Tal gave update on PBL program – fortnightly meetings beginning next week</p> <ul style="list-style-type: none">Feedback from meetings will be forwarded to staffExternal coach will conduct evaluations with staff and students

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizen's Association



GENERAL MEETING MINUTES

Item	Notes
	<ul style="list-style-type: none">Staff will complete an online survey in relation to behaviour to identify a starting point and direction for the PBL Program. <p>Student council have decided to:</p> <ul style="list-style-type: none">Fundraise for cold water bubblersHelp charities including Smith Family, McGrath Foundation and Luke Batty FoundationRaise funds via X-Box in room at lunch time, sausage sizzle, crazy hairCreate an events calendar and how to raise the funds
School Events	<p>Lyndal spoke to upcoming events.</p> <ul style="list-style-type: none">Events list circulated with minutes <p>Motion: to accept upcoming events. Moved: Lyndal Dobbs. Seconded: Octavia Vaughan. Passed.</p>
Other business	
New Items	<ol style="list-style-type: none">Tal Mitchell – Fitter FuturesWorld Teacher Aid Day <p>Motion: To support World Teacher's Aid Day by providing funds. Moved: Jess Anderson. Seconded: Octavia Vaughn Passed</p>
Close out	
New memberships	<p>Strachan Kosanovic; Sally Warren</p> <p>Approved.</p>
Thanks and close	<p>Next meeting: 18th April 2017 (Third Tuesday of the month due to school holidays)</p> <p>Meeting concluded at: 10:07pm (2hrs 31mins).</p> <p>(Ex-procedural) Motions: (Passed: 8 / Unsuccessful: 0)</p> <p>New Actions raised: 10 (refer to below)</p> <p>Held over actions: 5 (refer to below)</p>
-- END --	

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizen's Association



GENERAL MEETING MINUTES

14th March 2017 Action items (10)

Subject	Who	Action Detail
School	<u>Tal</u>	to send PBL link to Octavia (website), Vik (Facebook) and Lyndal (School website)
Events	<u>Octavia</u>	to seek funding from Woolworths, of up to \$200 for sausage sizzle funding
Tuckshop	<u>Lyndal</u>	To arrange installation of 15amp power point for new sandwich press with group already undertaking additional works
Survey	<u>Ken</u>	to word a response to parents regarding outcomes of survey and next steps
Kitchen gardens	<u>Jess</u>	to speak to Kathy (interested parent) about involvement in edible gardens
Kitchen gardens	<u>Jess, Sally B</u>	to speak with Mrs Pleash about types of food to be grown in the gardens for tuckshop use (or purchase).
Kitchen gardens	<u>Melissa</u>	to gather further information about organising a working bee for years 2 and 3 parents (e.g.: build raised flower beds)
Hall	<u>Lyndal</u>	to organise Michael White to quote cost of Hall amenities refurb (paint, doors, etc) given other work he is at the school for
Grants	<u>Monique</u>	to email Ken, details of additional shade sail grant, whether or not further funding commitment is required upon approval
Grants	<u>Stewart</u>	to check with Janet Freyne regarding whether to apply for Peter Doherty Excellence in Science Grant.

Held over (5)

Previous	<u>Nissa, Cassie</u>	Include Act for Kids fundraiser into events calendar
	<u>Nissa, Jade, Tal</u>	Discuss merging 'Colour Run' fundraiser into the Cross Country
	<u>Vik</u>	Make contact with Councillor Simmons office to get information on potential Movie Night
	<u>Vik, Cassie, Nissa</u>	Discuss promotion of the re-branded EVENTS function
	<u>Jess, Sally</u>	Complete tuckshop price increase

END

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizen's Association



GENERAL MEETING MINUTES

Attendance Register – 14th March 2017 (18 present)

Present	Apology	Name
x		Ken Allen
	x	Jade McCleave
x		Dean Newbery
x		Leah Woodward
x		Jess Anderson
	x	Martine Waters
x		Victoria Holston
	x	Cassie Wood
		Owen Macone
		Adam Bessell
		Jane Hallam
		Ben Purssey
x		Melissa Braun
	x	Sally Bryant (Tuckshop Convenor)
		Louise McPherson
		Jenny Strodl
	x	Cara Roach
		Andrew Roach
		Nissa Venton
x		Cal Winckel
		Mia Leslous
x		Monique Mayze
x		Octavia Vaughan

Present	Apology	Name
x		Val Balnave (Hn Life Member)
x		Tal Mitchell (Snr Deputy Principal)
		Janet Hoek (Jnr Deputy Principal)
		Rhonda Martin (Jnr Deputy Principal)
x		Stewart Jones (Principal)
x		Guy Johnson
		Belinda Fox
	x	Viktoria Rice-Allen
x		Carmen Spry
x		Lyndal Dobbs
	x	Ian Ruthenberg
x		Sally Warren
	x	Strachan Kosanovic
x		Rachel Palmer (School Chaplin)
x		Samantha Mathers (Guest)